



CITY OF
FLAGSTAFF

City of Flagstaff

Housing Section

Notice of Funding Availability

Community Development Block Grant

Program Year 2023

Issue Date: February 1, 2023

Response Date: March 1, 2023

Eligible applicants interested in applying are encouraged to read this NOFA thoroughly to understand the Project eligibility and application submission requirements.

Applicants must submit all required information and documents in this application including the attachments found in this funding opportunity.

City of Flagstaff - Housing Section
3481 N Fanning Dr, Flagstaff, Arizona
(928) 213-2749 (phone)
TTY/TDD (800) 367-8939





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Notice of Funding Availability Overview

Grantor: City of Flagstaff (the “City”)

Issue Date: February 1, 2023

Response Date: March 1, 2023

Contact: Kristine Pavlik, Housing and Grants Administrator, Kristine.Pavlik@flagstaffaz.org

Announcement Type: Notice of Funding Availability (“NOFA”) for Community Development Block Grant (CDBG) Funds

Funding Availability Title: Program Year 2023 Community Development Block Grant

Funding Availability Description: The City of Flagstaff is soliciting proposals for the CDBG 2023 Program Year. The 2023 CDBG allocation has not yet been released by HUD.

Anticipated Timeline: This NOFA, the Application and Responses to Questions will be posted on the City webpage located at: <https://www.flagstaff.az.gov/4695/Funding-Opportunities>

1st Public Meeting/NOFA Release	February 1, 2023 – 10am
Technical Assistance Meetings	Ongoing, as requested
Application Submission Deadline	4pm – March 1, 2023
2nd Public Meeting – Review of Submissions	March 2, 2023 – 11am
Draft Annual Action Plan Public Comment Period	March 3 – April 3, 2023
3rd Public Meeting – City Council Work Session	April 11, 2023
4th Public Meeting – City Council Decision	April 18, 2023
HUD Annual Action Plan Submission Deadline	May 15, 2023
Anticipated Release of Funds	October 2023

Submission: Applications and all required documents and attachments should be submitted electronically, through the City’s website no later than 4pm on March 1, 2023. A link to the online portal will be posted at: <https://www.flagstaff.az.gov/4695/Funding-Opportunities>.

To submit an application, a username and password will be required. Registration can be completed by the applicant. All documents will be submitted utilizing the upload file option and submission fields located at the link above.

Questions: City staff is available to provide technical assistance appointments to anyone wishing to discuss potential projects or submit a proposal. Phone and e-mail questions will also be accepted, and special accommodations will be made for those with disabilities. For additional information and/or assistance please call Kristine Pavlik at (928) 213-2749 or TTY/TDD (800) 367-8939 or 711.



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Introduction

The City of Flagstaff is conducting its annual public participation process to receive proposals from the community for the use of Community Development Block Grant (CDBG) funds to address the needs of low-moderate income (LMI) persons and neighborhoods. Comments and proposals received will be used to assist in the development of the City of Flagstaff 2023 Annual Action Plan. The Annual Action Plan will describe the use of 2023 CDBG funds while concurrently defining or amending the strategies and priorities outlined in the Program Year 2021-2025 Consolidated Plan. The Consolidated Plan describes the housing, economic, social, and human development needs of low-and-moderate income persons and special needs populations in Flagstaff, Arizona.

Included in this process are three public meetings, two City Council meetings, and a proposal process. The first of the public meetings will be held on Monday, February 1, 2023 at 10:00AM to provide an overview of the CDBG application process, eligible uses of funds and grant management requirements. The second meeting will be held immediately following to discuss any potential neighborhood revitalization projects in CDBG identified target neighborhoods or City of Flagstaff internal funding requests. The third meeting will be held Thursday, March 2nd, 2023 at 11:00AM and will include an overview of applications and funding requests received by the City as well as provide an opportunity for the general public to comment and review the applications submitted and internal requests made. The meetings will be held virtually due to the health and safety concerns related to the COVID-19 pandemic. The meeting links will be posted in advance of the meeting on the City Housing Section's web page located at <https://www.flagstaff.az.gov/626/Community-Development-Block-Grants>

Lastly, City Council meetings will take place on April 11th and 18th, 2023. These meetings will provide an overview of the CDBG process and CDBG 2023 funding recommendations. Meetings can be attended, and public comment can be made virtually or in person. More information can be found here: <https://www.flagstaff.az.gov/328/Meeting-Protocols-Information>

Persons requiring hearing, language, visual, mobility or other accommodations for any of the above meetings may contact the City at (928) 213-2752 or TTY/TDD (800) 367-8939 or 711 to make special arrangements at least 24 hours before the scheduled meeting time.

CDBG Proposal Process

The City of Flagstaff is soliciting proposals for the July 1, 2023 – June 30, 2024 CDBG Program Year funding cycle. The 2023-2024 CDBG allocation has not yet been released by HUD. Proposals will be evaluated based on CDBG eligibility and other criteria discussed in this document. Agencies awarded CDBG funding by the City of Flagstaff will enter into an agreement with the City of Flagstaff to implement programs in accordance with Federal, State, and local laws. The City of Flagstaff is responsible to HUD for the compliant use of CDBG funds, both for itself and for its sub-recipients. The City of Flagstaff reserves the right to partner with external agencies, or to directly provide services to address unmet and/or immediate needs.



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Determining CDBG Eligibility

The Community Development Block Grant (CDBG) program is a flexible program that provides communities with funding to address a wide range of unique community development needs. The program is authorized by Title I of the Community Development Act of 1974. Funds are used to assist in the development of decent housing, create suitable living environments, and expand economic opportunities primarily for persons of low and moderate income.

Eligible Applicants

Eligible applicants/recipients include:

- City or County governments
- Public Housing Authorities
- Public and private nonprofit organizations 501(c)(3)
- Section 301(d) small business investment companies
- Local development corporations
- Private profit organizations may implement certain economic development and microenterprise activities

Additionally, all applicants must:

- Demonstrate an active governing body or board of directors with skills and experience to provide leadership and direction to the agency
- Demonstrate the legal, financial, and programmatic ability to administer the proposed project
- Meet the City requirements for contracting agencies such as insurance requirements, audit, and financial requirements
- Have a current audit and adopted financial policies

Eligible Projects

The types of activities that can be undertaken with CDBG funds include public improvements, public services, housing, and economic development and must take place within the City of Flagstaff city limits. An activity is eligible for funding only when it meets the following conditions:

- 1. Project achieves one of the three CDBG Primary Objectives:**
 - a. To develop viable urban communities by providing decent housing.
 - b. To provide a suitable living environment.
 - c. To expand economic opportunities principally for persons of low to moderate income.
- 2. Project achieves measurable objectives in line with those approved by City Council for the Consolidated Plan. The proposals must assist in meeting the goals and objectives identified in the Consolidated Plan.**
- 3. Agency is able to provide the insurance required by the City of Flagstaff as indicated in Appendix A.**



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4. The agency applying for funding cannot be in any way an affiliate of ACORN.
5. Project achieves the CDBG National Objective pertinent to Flagstaff: Activities that Benefit Low Moderate Income Persons (570.208(a)).

This National Objective is met if the activity meets the criteria of one of four subcategories:

- Subcategory 1. Area Benefit Activities
 - The criteria for this subcategory is met if an activity – benefiting area residents – is undertaken in a service area where at least 51% of residents have income at or below 80% of the Area Median Income.
 - This includes the City's four target neighborhoods:
 - Sunnyside,
 - Southside,
 - La Plaza Vieja, and
 - Pine Knoll.
- Subcategory 2. Limited Clientele Activities
 - The criteria for this subcategory is met if an activity is designated to benefit a specific group of people and they are either documented through an income verification process or presumed (by HUD) to be LMI persons. The presumed LMI groups are as follows:
 - Abused Children
 - Elderly Persons
 - Severely Disabled Persons
 - Victims of Domestic Violence
 - Persons with HIV/AIDS
 - Migrant Farm Workers
 - Homeless Persons
 - Illiterate Adults
- Subcategory 3. Housing Activities
 - The criteria for LMI benefit is met to the extent that units are occupied by LMI persons upon completion. It covers both rental and owner-occupied units.
- Subcategory 4. Job Creation or Retention
 - The LMI benefit must meet one of three criteria:
 - The neighborhood where **jobs are created** is an LMI area; or
 - The business being assisted predominantly serves LMI persons; or
 - The jobs created or retained are available to or filled by LMI persons.



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2022 Area Median Income Limits for Flagstaff, AZ

Household size	30%	50%	60%	80%	100%	125%	150%
1	\$18,050	\$30,100	\$36,120	\$48,100	\$60,200	\$75,250	\$90,300
2	\$20,600	\$34,400	\$41,280	\$55,000	\$68,800	\$86,000	\$103,200
3	\$23,200	\$38,700	\$46,440	\$61,850	\$77,400	\$96,750	\$116,100
4	\$27,750	\$42,950	\$51,540	\$68,700	\$85,200	\$106,500	\$127,800
5	\$32,470	\$46,400	\$55,680	\$74,200	\$92,800	\$116,000	\$139,200
6	\$37,190	\$49,850	\$59,820	\$79,700	\$99,700	\$124,625	\$149,550
7	\$41,910	\$53,300	\$63,960	\$85,200	\$106,600	\$133,250	\$159,900
8	\$46,630	\$56,700	\$68,040	\$90,700	\$113,400	\$141,750	\$170,100

Source: 2022 Income Limits Documentation System;

<https://www.huduser.gov/portal/datasets/il/il2022/2022summary.odn>

60% AMI limit: 2022 Multifamily Tax Subsidy Project Income Limits, US Department of Housing and Urban Development (HUD); https://www.huduser.gov/portal/datasets/il/il2022/2022sum_mtsp.odn

Funds Available

The CDBG program is federally funded through the Department of Housing and Urban Development (HUD). Funding levels are determined by HUD after the Federal Budget is finalized, which often occurs in the Spring. City of Flagstaff estimates funding levels in order to start the grant application process; therefore, funding amounts shown below are estimates.

2023 CDBG Entitlement	\$530,000.00
2023 Estimate Program Income/De-obligated Funds	\$150,000.00

Total 2023 Estimated Funding Available **\$680,000.00**

Administration (20%)	\$136,000.00
Housing/Economic Development	\$436,000.00
Public Services/Operations (15%)	\$108,800.00

Total 2023 Estimated Allocations **\$680,000.00**

This is a competitive application process for limited funding; therefore, applications that meet all criteria are not guaranteed an award of funds and successful applications may be funded for less than the amount requested. Funding may be allocated to one capital project that meets the priority and goals identified in this NOFA, or funding can be split between multiple projects.



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Determining Approval of Funding Recommendations Made to City Council

In addition to being eligible, a project must also meet all of the following criteria to be forwarded to City Council for funding consideration:

- Project use of CDBG funds will not result in a violation of the City's certification that at least 70% of the CDBG funds will benefit low-moderate income persons over the fiscal year of July 1, 2023 to June 30, 2024.
- Proposed costs appear to be necessary, reasonable, and otherwise conform with Federal OMB guidelines that pertain to the proposed project.
- Applying agency has adequate administrative systems and staffing capacity available to carry out proposed activity, as well as comply with CDBG regulations.
- Applying agency provides documentation of authorization to request CDBG funds and documentation of authorized signature authority (e.g. bylaws, official resolution or a copy of the minutes of the meeting in which an action was taken).
- Relative ranking of the proposed project per the criteria included in Appendix, titled CDBG Project Ranking Form 2023.

Proposals that meet the minimum review criteria will be forwarded to the Flagstaff City Council for a funding decision. CDBG funding for approved proposals generally becomes available after October 1 and is provided on a reimbursement basis.

10 Year Housing Plan

The City will prioritize the use of CDBG funds for Projects that align with the initiatives and strategies outlined in the City of Flagstaff 10-Year Housing Plan. Additional point will be awarded to projects that aid the City in its effort to meet the identified overarching goal of the Plan, to reduce the current affordable housing need in our community by half over the next 10 years by contributing to either:

- Impact at least 6,000 low-to-moderate income Flagstaff residents through a combination of unit creation or subsidy provision.
- Create or preserve 7,976 housing units by 2031 with a minimum of 10% of them being affordable. This will increase the overall supply of market rate, workforce and affordable housing occupied by local residents.

The 10-Year Housing Plan can be found at <https://www.flagstaff.az.gov/4553/Housing-Plan>



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Additional Notes

1. CDBG funds are Federal funds. Use of Federal funds may affect the way your agency does business.

- If you are applying for Federal funds for the first time, you are strongly encouraged to meet with City staff to discuss federal regulations.
- In addition to the rules and requirements of CDBG, there are several additional broad Federal regulations that must be followed including rules regarding nondiscrimination and equal access, employment, contracting and procurement, environmental requirements, Davis Bacon, record keeping and financial controls.

2. Contracting – Your agency will be required to enter into a contract with the City of Flagstaff.

- City of Flagstaff Housing Section staff manage the grant contracts for CDBG projects.
- The program year begins July 1, 2023, and the following applies to CDBG projects.
- Capital contracts must receive a notice to proceed before costs can be incurred.
- Contracts for Federal funds operate on a reimbursement basis.
- A contract may not be executed until mid-year, based on when the federal budget is approved, the City receives a contract from HUD, and all other project financing is secured.

3. Reporting Requirements – Reporting is required on all projects receiving CDBG funds.

- Monthly Reports – It is your responsibility to submit monthly performance and demographic reports. Reports must be submitted on time.
- Requests for Reimbursement – Pay requests must be submitted on time and completed accurately and with all supporting documentation

Requests for Reasonable Accommodation

The City of Flagstaff Housing Section will provide reasonable accommodation to allow for equal participation in the NOFA application process. To request a reasonable accommodation, please contact Kristine Pavlik: email kristine.pavlik@flagstaffaz.gov or call (928) 213-2749, (800) 367-8939 (TTY/TTD) or 711 (TRS). This document will be provided in alternate formats, upon request.



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Access to Referenced Documents

This document contains active hyperlinks. Prospective applicants who are unable to access the Internet may request copies of the documents referenced in this NOFA by contacting Kristine Pavlik by email: kristine.pavlik@flagstaffaz.gov or by phone: (928) 213-2749, (800) 367-8939 (TTY/TTD) or 711 (TRS). All documents will be available on the City of Flagstaff Housing Section webpage located at: <https://www.flagstaff.az.gov/626/Community-Development-Block-Grants>

Public Notice

In addition to providing required notification via the City's publication of record, The Arizona Daily Sun, the City will provide notification to all known interested parties, and to other organizations and individuals currently on the Coconino County Continuum of Care and Housing Section's e-mail distribution lists. Any individual or organization wishing to be added to the Housing Section's e-mail distribution list in order to receive future notices of funding opportunities can make such a request by contacting Kristine Pavlik at kristine.pavlik@flagstaffaz.gov.

A copy of this NOFA will be posted to the Housing Section website at: <https://www.flagstaff.az.gov/626/Community-Development-Block-Grants>. Failure of the City to notify any interested party or parties directly regarding the availability of these funds shall not void or otherwise invalidate the NOFA process.

Anticipated Timeline

The following anticipated timeline is subject to change, at the discretion of the City:

- | | |
|-----------------------------------|---|
| January 18 & 25, 2023: | Public Notice of the NOFA is published in the Arizona Daily Sun |
| February 1, 2023: | Notification of Funding Availability issued to known interested parties and posted on the City of Flagstaff Housing Section website at: https://www.flagstaff.az.gov/626/Community-Development-Block-Grants |
| February 1, 2023: | Pre-application Webinar |
| Ongoing, as request: | City staff is available to meet for technical assistance meetings at any point prior to submittal. Please contact Kristine Pavlik, Housing and Grants Administrator at kristine.pavlik@flagstaffaz.gov to schedule a meeting |
| March 1, 2023: | Application submission deadline. Applications must be digitally submitted to the City no later than 4:00 p.m. |
| March 2, 2023: | Public Meeting – Review of submitted applications and request |



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March 3, 2023 – April 3, 2023:	Annual Action Plan DRAFT available for public comment https://www.flagstaff.az.gov/626/Community-Development-Block-Grants
March 1 – 31:	Application evaluation and ranking process
April 11, 2023:	City Council Work Session – Funding Recommendations
April 18, 2023:	City Council Meeting – Approval of AAP Submission to HUD
May 15, 2023:	Annual Action Plan due to HUD
October 2023:	Anticipated release of funds

Commitment to Fair Housing and Racial Equity

To address equitable access to housing, the City will take meaningful actions to combat discrimination, overcome patterns of segregation, and foster inclusive communities free from barriers that restrict access to opportunity. The City is committed to taking meaningful actions to address housing disparities, including replacing segregated living patterns, transforming racially and ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws.

Application Workshop

Workshop attendance is not required but is highly encouraged for all applicants. It is the City's belief that attending the workshop will assist the applicant in presenting the best possible request for funding. During the application workshop, City staff will give an overview of the application, the application process, an overview of the CDBG requirements, and will also be available to answer questions.

Questions from Applicants and Response by the City

CDBG requirements and eligibility criteria are complex. City staff is available to provide technical assistance appointments to anyone wishing to discuss potential projects or submit a proposal. Phone and e-mail questions will also be accepted, and special accommodations will be made for those with disabilities. For additional information and/or assistance please email or call Kristine Pavlik at kristine.pavlik@flagstaffaz.gov, (928) 213-2749 or TTY/TDD (800) 367-8939 or 711.



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Application Threshold Review

Applications submitted that are not responsive to the requirements of the NOFA are unacceptable and shall not be considered. Unacceptable applications are those that are subject to at least one of the following shortcomings:

- **Does** not meet the deadline for submittal nor the threshold requirements.

City staff will review applications to ensure the minimum Project Eligibility requirements are met. All applications that meet the minimum threshold will be presented to the Application Evaluation/Review Committee, which will evaluate all acceptable applications and make funding recommendations.

Ownership of Material

Responses, applications, and other materials submitted in response to this request become the property of the City, are documents of public record, and will not be returned. By submitting an application applicants acknowledge and agree that they and/or their organization claim no proprietary rights to the ideas or approaches contained in the applications.

Submittal Due Date and Instructions for Application Submittal

The application materials can be downloaded at the City of Flagstaff Housing Section webpage located at: <https://www.flagstaff.az.gov/626/Community-Development-Block-Grants>

The complete NOFA and Application includes:

1. Notice of Funding Availability
2. Attachment A: Executive Summary and Authorization to Request Funds
3. Attachment B: Project Narrative Questions
4. Attachment C: Schedule of Completion Template
5. Attachment D: Budget Template
6. Attachment E: Ranking Form and Evaluation Criteria
7. Attachment F: Sample Agreement, Grant Provision and Reporting Documents

A completed application submission will include the following:

1. Attachment A: Applicant and Project Information Form **Signed** with attached Authorization to Request Funds/Authorized Signature Authority
2. Attachment B: Completed Project Narrative Questions
3. Attachment C: Completed Schedule of Completion
4. Attachment D: Completed Budget



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5. Additional Project Documents (corresponding with Attachment B, as applicable)
 - a. Map of Project Location
 - b. Job Descriptions and Resumes
 - c. Photos, Construction Quotes, etc. as applicable
 - d. Leverage/In Kind Letters
 - e. Community Support Letters
6. Required Organization Documents
 - a. Organization Chart
 - b. Non Profit Certification
 - c. List of Board of Directors
7. Financial Audit and Management Letter

Electronic Submission

Application and required attachments must be submitted electronically, through the City's website by 4pm on March 1, 2023. A link to the online portal will be posted at: <https://www.flagstaff.az.gov/626/Community-Development-Block-Grants>

To submit, a username and password will be required. Registration can be completed by the applicant. Applications should be submitted in .pdf and .doc format utilizing the upload file option and submission fields located at the link above.

The application and its attachments should be uploaded as follows (referencing the submission format outlined above):

- | | |
|---|----------------------|
| 1. Executive Summary and Authorization (.pdf) | (Attachment A) |
| 2. Project Narrative Questions (.doc) | (Attachment B) |
| 3. Schedule of Completion (.doc) | (Attachment C) |
| 4. Budget (.doc) | (Attachment D) |
| 5. Additional Project Documents (.pdf) | (see number 6 above) |
| 6. Required Organization Documents (.pdf) | (see number 7 above) |
| 7. Financial Audit and Management Letter (.pdf) | |

Application Costs and Payment of Contingent Fees

The City is not liable for any costs incurred by an applicant prior to the issuance of a contract. All costs incurred in response to this NOFA are the responsibility of the applicant, including travel costs to attend workshops, presentations, public meetings, and/or contract negotiation sessions. In the event the applicant's application was developed with the assistance of other individuals (i.e., non-employees) and/or organizations, the applicant understands and agrees that no contingent fees will be paid under any resulting award.



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Acceptance of Terms and Conditions

By submitting a response to this NOFA, the applicant acknowledges and accepts all terms and conditions of this request and all City, State and Federal regulations and requirements related to the delivery of the eligible activities. If the applicant is awarded a contract, the applicant's application will become part of the contract agreement. The applicant is bound by the terms of the application unless the City agrees that specific parts of the application are not part of the agreement. The City reserves the right to introduce different or additional terms and/or conditions during final contract negotiations. Applicants will be required to enter into a formal written agreement with the City of Flagstaff.

City of Flagstaff Sub-Grant Agreement – Insurance Requirements

Please review Attachment F – Sample Agreement, Grant Provisions and Reporting Documents for the detailed Insurance Requirements.

The applicant, and any of its sub-contractors, shall procure and maintain insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the applicant, its agents, representatives, employees, or sub-contractors, until all of their obligations have been discharged, including satisfaction of any warranty periods under this Agreement.

The insurance requirements outlined in Attachment F are minimum requirements for this Agreement and in no way limit the indemnity covenants contained in the Agreement. The City in no way warrants that the minimum limits contained herein are sufficient to protect the applicant from liabilities that might arise out of the performance of the work under this Agreement by the applicant, its agents, representatives, employees, or sub-contractors, and the applicant is free to purchase additional insurance as may be determined necessary.

Right to Reject or Negotiate

The City reserves the right to reject any or all applications, if such a rejection is in the City's best interest. This NOFA is a solicitation for applicants and shall not be construed as an offer, a guarantee, or a promise that the solicited services will be purchased by the City. The City may withdraw this NOFA at any time and for any reason without liability to applicants for damages, including, but not limited to, bid preparation costs.

Additionally, the City reserves the right to negotiate with selected applicants and may request additional information or modification from an applicant. When deemed advisable, and before a contract is issued, the City reserves the right to arrange an on-site visit/review to determine the applicant's ability to meet the terms and conditions described in this NOFA.

Cancellation of Application

The City reserves the right, with or without cause, to cancel any contract resulting from this NOFA with a thirty-calendar day written notice sent by certified mail, return receipt requested, to the applicant's address of record, as indicated on the applicant's application to this NOFA (or last known address on file).



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Contact

Kristine Pavlik, Housing and Grants Administrator

City of Flagstaff – Housing Section

3481 N Fanning Dr, Flagstaff, Arizona

(928) 213-2749 (phone)

TTY/TDD (800) 367-8939

Kristine.pavlik@flagstaffaz.gov





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Attachment A – Executive Summary

Applicant (Organization's Legal Name):

Executive Director/CEO/Etc. Name, Phone and Email:

Project Manager Name, Phone and Email:

Mailing Address:

Physical Address:

Is the applicant a 501 (c) 3 non-profit organization, for-profit entity, developer, business, government entity or other (please explain)?

Federal EIN/TIN #:

Unique Entity ID:

Registered in the Federal System for Award Management (SAM)? YES / NO

Participating member of the Coconino County Continuum of Care? YES / NO

New or Existing Program:

If the program already exists, explain how funding creates an increase in services?

Example: Local Recovery Funds will be used to hire 1 additional case work and serve 500 additional, unduplicated clients for 1 year



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Funding Request:

\$

Total Project Cost:

\$

Project Name:

Example: Housing Help Family Apartments

Brief Description of Project (2-3 sentences):

Example: Housing Help, Inc will construct 8 units of affordable housing for renter households. Funds will be used for construction, including plumbing, electrical, etc., and administrative costs for 1 Project Manager.

Beneficiary Description & Total Number of Households/Persons to be Assisted:

Example: 80% AMI Households, Abused Children, Elderly Persons, Persons with HIV/AIDs, Severely Disabled Persons, Victims of Domestic Violence, Illiterate Adults, Persons Experiencing Homelessness, Migrant Farm Workers (Avg household = 2.61 people)

Type of Project:

Public Service/Operations, Capital Improvements/Public Facilities, Housing or Economic Development

Area of Service/Project:

Is the program/project offered to/benefitting residents Citywide? Or will it serve only a specific neighborhood? Any of the target neighborhoods? (Sunnyside, La Plaza Vieja, Southside, Pine Knoll)

AUTHORIZED SIGNATURE OF APPLICANT:

The signatory declares that he/she is an authorized official of the applicant organization, is authorized to make this application, is authorized to commit the organization in financial matters, will assure that any funds received as a result of this application are used for the purposes set forth herein and the organization will comply with all contractual obligations.

Name and Title

Signature

Organization

Date

Please attach:

Authorization to Request Funds/Authorized Signature Authority

Documentation of formal authorization from applicant to request Local Recovery Funds and documentation of authorized signature authority (e.g., bylaws, official resolution, or a copy of the minutes of the meeting in which an action was taken)



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Attachment B – Project Narrative Questions

Please respond to the questions on the following pages, in the order listed.

You may reformat the document as necessary, or you may simply place your answers below the questions in the space provided. Make sure to include the entire question in your response where appropriate. Responses must be relevant, concise, and directly follow each question prompt.

Documents referenced in and/or corresponding with any narrative questions from Attachment B should be uploaded for submission as a separate PDF as outlined in the submission section of the NOFA. Project Documents required may include:

- Map of Project Location
- Job Descriptions and Resumes
- Photos, Construction Quotes, etc. as applicable
- Leverage/In Kind Letters
- Community Support Letters
- Additional documentation to support the application





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Answer Question 1 for Economic Development Activities ONLY (1 Point)

To find out if your activity is categorized as an Economic Development Activity, please contact Kristine.Pavlik@flagstaffaz.gov

1. (1 Point)

Economic Development activities create jobs or support businesses in low income neighborhoods or for low income individuals. Please check one of these eligible activities if you are applying under the Economic Development Category.

Definitions for the below categories can be found at:

<https://www.hudexchange.info/resources/documents/Basically-CDBG-Chapter-8-Section-108.pdf>

- Special economic development project
- Economic development undertaken by a Community Based Development Organization (CBDO)
- Technical assistance to businesses
- Microenterprise development/assistance
- Commercial rehabilitation
- Public facilities and improvements for the purpose of job creation
- Job Training (not including job training offered as a public service)

Answer Questions 2, 3 and 4 for Public Service Activities ONLY (10 Points)

To find out if your activity is Public Service Activity, please contact Kristine.Pavlik@flagstaffaz.gov

2. (2 points)

Mark the public service activity that best fits your proposed service.

For a definition of the below categories visit:

<https://www.hudexchange.info/resources/documents/Basically-CDBG-Chapter-7-Public-Services.pdf>

- Employment services (e.g., job training)
- Crime prevention and public safety
- Childcare
- Health services
- Substance abuse services (e.g., counseling and treatment)
- Fair housing counseling
- Education programs
- Energy conservation
- Services for senior citizens
- Services for homeless persons
- Welfare services (excluding income payments)
- Recreational services
- Other: _____



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3. (3 points)

Clearly define how the proposed service is one of the following:

- A new service (to the City of Flagstaff CDBG program)
- A quantifiable increase in the level of an existing service (previously funded by CDBG).

4. (5 points)

Discuss similar services that are offered in Flagstaff and how the proposed service is different than what is already offered to the community (e.g., what gap will the proposed service fill?):

Answer the following questions for ALL submissions:

Please ensure that each question is accompanied with a thorough answer in the proper order. Reformat as necessary. Repetition is acceptable. Each question is scored based on only the answer provided to that question.

5. (10 Points) Project Description

Provide a detailed description of the structure and scope of the Project, including:

- The design, activities, and practices to be used in the program administration.
- An estimated number of persons who will receive assistance from the proposed activity (an average of 2.61 people per household).
- Information about the current status of the Project (i.e., planning stage, feasibility study completed, site control established, ongoing programming, expansion of services, etc.).
- If applicable, attach construction or concept plans, price estimations and quotes as well as proof of site control and ability to meet affordability requirements. Multiple quotes are encouraged to ensure an accurate estimation of Project cost and to anticipate inflation.

6. (10 Points) CDBG Primary and National Objectives

Identify how this proposed project achieves the CDBG Primary and National Objectives.

Focus your response on providing decent housing and a suitable living environment and expanding economic opportunities principally for low-moderate income persons or neighborhoods. Note: Your project does not need to align to all objectives. Be realistic.

Explain what National Objective the project meets?

- Limited Clientele (LMI or Presumed Benefit)
- Job Creation or Retention
- Area Benefit
- Housing



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7. (10 Points) City Council CDBG Priorities

Identify how the proposal meets one or more of the City Council's CDBG Priorities:

Note: Your project does not have to address a Council Priority.

(10 Points)

- Housing – Rental/ Ownership)
- Homelessness

(5 Points)

- Neighborhood Revitalization
- Workforce Development

8. (10 Points) Diversity, Equity, and Inclusion

Please reference the definitions provided here:

https://www.hud.gov/program_offices/administration/about/diversity_inclusion

How does the applicant ensure that all Projects serve to promote equity, inclusion, and diversity and that the delivery of services are provided equitably and with cultural awareness and sensitivity as a priority?

Describe what steps the applicant has taken to affirm its commitment to equity, diversity and inclusion including any organization policies or procedures or required staff training. Please provide documentation that demonstrates this commitment.

9. (5 Points) Accessibility of Programs and Services

Describe how the applicant has prioritized accessibility of programs and service for both persons with Limited English Proficiency (LEP) and individuals with disabilities and/or ADA accessibility needs? Are applicant staff persons knowledgeable of Fair Housing requirements?

10. (5 Points) Area Benefit

If applicable, indicate whether the project takes place in one of the four target neighborhoods. Please add detail as to how your project serves this neighborhood specifically.

Southside Plaza Vieja
Sunnyside Pine Knoll

11. (10 points) 10 Year Housing Plan

Describe how the Project aids the City in its efforts to meet the overarching goals identified in the 10 Year Housing Plan. The City of Flagstaff 10-Year can be found at <https://www.flagstaff.az.gov/DocumentCenter/View/72509/Flagstaff-10-Year-Housing-Plan---FINAL-6152022>



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12. (10 Points) Consolidated Plan

Identify how the proposed project is consistent with the needs, priorities, goals, and objectives identified in the City of Flagstaff 2021-2025 Consolidated Plan. Identify the priority need, activity, special population if applicable, priority level and 5 year goal. The 2021-2025 Consolidated Plan Executive Summary is available at: <https://www.flagstaff.az.gov/626/Community-Development-Block-Grants>.

13. (10 Points) Community Need

Provide a clear description of community need for the proposed Project using data demonstrating local need, statistics and data, organization statistics and other evidence.

14. (10 Points) Outcomes and Program Success

How will you identify success? Describe how your successes will be monitored beyond CDBG requirements. Describe the applicant's experience with and process for program evaluation, including how the program evaluates services and the impact on clients. Describe how the organization collects and maintains data, measures activities versus outcomes and how data is used for program planning, evaluation, and improvement.

15. (10 Points) Community Collaboration

Briefly describe the scope of the community collaboration surrounding the proposed project. Attach letters of community collaboration and/or support for the specific Project.

- Describe the plan for partnering and/or subcontracting with community partners to deliver the most effective Project with the greatest community impact. If formal partnerships exist, please include documentation, and list the responsibilities of and costs to each organization.
- Be specific, citing additional leverage¹ funding sources, agreements, staffing partnerships, etc. If formal partnerships² exist, please include documentation of all leveraged resources, and identify leverage in budget.
- Describe the plan outreach to proposed beneficiaries, residents in target neighborhoods and other community organizations?

16. (10 Points) Coconino County Continuum of Care

Is your agency participating in the coordinated entry, also known as Flagstaff's Front Door? Is your agency a member of Continuum of Care? To what extent does your agency participate? If so, please provide the agencies MOU or a letter from the Continuum of Care.

¹ Leveraged funds are specific non-city, non-federal (unless specifically allowed) funds committed toward this project.

² Formal Partnerships are contractual agreements that exist between two agencies. Informal partnerships are existing proposed business relationships not formalized by contract or funding agreement.



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17. (10 Points) Applicant Organization

Briefly provide a description of the applicant organization, including:

- The Agency's history, mission and vision and the services provided.
- How will this Project advance the applicants mission? Does the Project propose to serve the same population as the applicant's other programs?
- An overview of recent accomplishments
- The organization's history administering this or similar projects and the applicants

18. (10 Points) Project Execution and Administration

Divide the execution and administration of the project into areas of responsibility by providing the following:

- **Names, titles, and resumes** of all staff involved with carrying out these areas of responsibility and Job descriptions for any new positions created.
- Identify the project manager (this person is responsible for the project and must be directly employed by the applying agency).
- Distinguish between in-house agency staff and contracted assistance.
- Include a listing of all staff positions and proposed CDBG funded positions in the required Organization Chart

19. (10 Points) Schedule of Completion

Utilizing the Schedule of Completion format in Attachment C, include a proposed schedule in excel format as an attachment and provide a narrative summary for the expenditure of funds and predicted progress of the proposed schedule as well as an estimated completion of the Project.

Note: The City of Flagstaff has timeliness expenditure requirements with HUD, therefore all contracts need to be spent in a timely manner.

20. (10 Points) Budget

Utilizing the Budget format in Attachment D, provide a detailed budget as an attachment and a narrative summary describing exactly for what CDBG funds will pay. Include contract bids and quotes when applicable. If funds allocated are less than requested what specific Project components would correspondingly be reduced and what would the impact be on the services to the community?



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21. (25 Points) Organization Capacity and Fiscal Management

- a. **(5 points)**
What is the applicant's current annual operating budget? What percentage of funding is tied to federal/state or local regulations? Does the applicant undergo an annual audit? Please attach the applicant's audit and financial statement from the most recent fiscal year.
- b. **(5 points)**
Briefly describe the applicant's history and realistic capacity for administering these funds and undertaking this Project. Please document the applicant's experience administering federal/state grants and complying with federal statutes and provide a list of funding dates and award amounts.
- c. **(5 points)**
Has the applicant received City of Flagstaff funding in the past? What is the status of funding of grant allocations from a prior year (s)? Indicate the status of projects previously funded and include the expenditures and whether or budget amendment or contract extension was requested and why.
- d. **(5 points)**
Please describe how the applicant will assure the proper use and safeguarding of public funds. Have recent reviews or audits of the applicant by a certified public accountant or other financial professional identified any weaknesses in the applicant's financial internal controls? If so, please provide the written report identifying the weaknesses and describe how the applicant has responded to the report.
- e. **(5 points)**
Does the applicant have policies and procedures regarding the financial operations of the organization? Describe the applicant's fiscal management, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. Is the applicant fiscally able to use the grant on a reimbursable basis, with payments made no more frequent than every other month?).

Optional Unscored Questions

1. What is the minimum amount of funding needed for the Project to proceed?
2. Is there any other information you would like the Ranking and Evaluation Committee to know about your Project or organization that is not already covered?



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This section is included for your information. Do not include answers to these questions in your submitted application.

General Criteria (30 points)

- a. **(10 points)**
How realistic is this Project in terms of probability of success within the community? Has the applicant clearly and convincingly demonstrated the applicant's ongoing ability to fund and carryout the Project after the allocation of Local Recovery Funds?
- b. **(5 points)**
How realistic is the 12-month Schedule of Completion? Was the correct format used in creating the schedule? Have proper permits and quotes been completed?
- c. **(5 points)**
How realistic is the Project budget and is the Project cost effective? Was the correct format used? What percentage of the Project budget is funded by the City of Flagstaff? What percentage of the budget is for administration? Is the budget logical? Etc.
- d. **(10 points)**
Has the applicant exhibited competence in preparing the application? Thorough and complete answers, well-written, correct grammar, easy to follow format, etc.



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Attachment C – Schedule of Completion Template

[Click to Download Schedule of Completion Template](#)

Schedule of Completion (Example)

Project Schedule															
City of Flagstaff															
Project Description:		Flagstaff Homebuyer Assistance Program													
Implementing Agency:															
Project Number:															
Persons Served:		9													
Date Submitted:		10/9/2007													
Action Items:		Item Description	YEAR 1st month begins with the Notice To Proceed												
			1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th
1		Homebuyer Education Workshop													
2		Counsel/Prepare Homebuyers													
3		Conduct Outreach and Marketing													
4		Assist Buyers in Location Affordable Housing													
5		Process Applications													
6		Approve and Fund Loans													
7		Monthly CDBG Reporting													
8		Close Loans													
9		Contract Monitoring and Close Out													

Schedule of Completion Narrative (Refer to Attachment B)



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Attachment D – Budget Template

[Click to Download Project Budget Template](#)

Budget (Example)

Project Budget City of Flagstaff Community Development Block Grant (CDBG) Program						
Project Description: Flagstaff Homebuyer Assistance Program						
Implementing Agency:						
Project No.:						
Date: 1/10/13						
Persons Served: 6						
Item and		SOURCE 1	SOURCE 2	SOURCE 3	SOURCE 4	PROJECT
Activity	Item / Activity Description	CDBG	Other Grant FUNDING	PRIVATE FINANCING	IN-KIND	TOTALS
1	Down Payment and Closing Cost Loans					\$ 140,200.00
A	Loan Principal	\$ 70,200.00	\$ 70,000.00			
2	Homebuyer Assistance Services					\$ 72,190.00
A	Housing Staff Salary	\$ 20,190.00	\$ 52,000.00			
3	Program Related Expenses					\$ 2,265.00
A	Office Supplies	\$ 600.00	\$ 950.00			
B	Telephone	\$ 180.00	\$ 250.00			
C	Postage	\$ 110.00	\$ 175.00			
4	Professional Services					\$ 600.00
A	Audit	\$ 80.00	\$ 520.00			
5	Administration					\$ 12,232.00
A	Director Oversight	\$ 1,700.00	\$ 3,640.00			
B	Agency Indirect (Per Health & Human Services approval of 8.9% salaries and ERE) (Includes accounting)	\$ 1,940.00	\$ 4,952.00			
6	Leveraged Funding Sources					\$ 518,000.00
A	Mortgage Financing			\$ 518,000.00		
	CDBG Totals	\$ 95,000.00				
	Totals		\$ 132,487.00	\$ 518,000.00	\$ -	\$ 745,487.00

NOTE

Identify all funding sources for this project separating CDBG from other sources. Assign dollar amounts for any in-kind contributions. Provide narratives about what the CDBG funds will be used for.

For financial leverage to be counted, include letters of award from other funding sources (including in-kind) AND make sure that the letters match the budget amounts outlined in the budget. Make sure that the leverage is for the same program year you are applying for.

Budget Narrative (Refer to Attachment B)